**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:**  | Team Administrator – Executive Support Team | **Job ref no:** | PSD-0307-24 |
| **Grade:**  | 4/0.5 FTE | **Department:** | Professional Services |
| **Accountable to:**  | Executive Assistant to Deputy Principal and Vice Principals  | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** |  | **Date PS created/ reviewed:** |  |

|  |
| --- |
| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| 1. Communication | Ability to effectively communicate (in writing and verbally) with a wide range of audiences, including colleagues at all levels, and studentsAbility to take accurate minutes and provide professional administrative support for Committee meetings |  |
|  2. Service Delivery | Experience of providing high quality administrative support to a senior team, including Outlook diary management, event and meeting organisation and making travel arrangementsAbility to process financial transactions – including expenses and purchase orders | Experience of updating web-pages.Experience of compiling organisation charts using Visio. |
| 3. Analysis & Research | Ability to pull together basic numeric, verbal and / or written reports |  |
| 4. Planning & Organising | Ability to multi-task and work under pressure, whilst maintaining close attention to detail and meeting deadlinesAbility to be proactive in planning and anticipating the needs of colleaguesAbility to work flexibly in response to diverse and short notice requests |  |
| 5. Initiative & Problem Solving | Experience of working independently, managing own workload, as well as working as part of a teamKnowing when to seek help or escalate appropriately  |  |
| 6. Liaison and Networking | Liaising with a range of colleagues externally and internally in support of RVC meetings and to resolve a range of queries |  |
| 7. Teamwork and Motivation | Confidence and ability to work as part of a team and on an individual basis |  |
| 8. Experience | Proficient in the use of MS Word, Excel, Outlook, PowerPoint and AdobeProficient with using financial packages and databases |  |